



VOLUME 22 ISSUE 2

# KCJIS NEWS

MAY 2020

## DELAY IN THE LAUNCH OF FBI'S NEW QUARTERLY REPORTING MITCH BEEMER, INCIDENT BASED REPORTING UNIT MANAGER KBI

The Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) program will be delaying the launch of Quarterly Reporting, which was originally scheduled for June 2020, until September 2020. The September 2020 quarterly release will include data from January through June 2020. The FBI is taking this step because many contributors have indicated their ability to submit timely data has been negatively affected by circumstances surrounding the COVID-19 pandemic. The FBI's UCR program is hopeful that this delay will allow more contributors to report complete and accurate crime data. In turn, the FBI will be able to compile and publish a more complete report in September. Please continue to submit crime data for 2020 as promptly as possible during this unprecedented time. The Kansas Bureau of Investigation (KBI) and FBI appreciate the efforts of local agencies and look forward to the FBI's first quarterly release later this year.

## ASSET FORFEITURE LEGISLATIVE REPORT JESSICA CROWDER, PROGRAM CONSULTANT II KBI

The Kansas Bureau of Investigation (KBI) has submitted the first annual report to the Kansas Legislature pursuant to K.S.A. 60-4127, which became effective July 1, 2019. The report includes information submitted to the repository between July 1, 2019 and December 31, 2019. It includes information such as total amounts of seized and forfeited property, statewide totals of expenditures by category, a list of agencies who are non-compliant with the reporting requirements, and a breakdown of information received from incident reports on the criminal offense regarding gender, age, race, and ethnicity of the owner or possessor of the seized property.

Not all agencies are listed in this report. For example, an agency that is in compliance but did not submit any incident reports because they did not have any dispositions on seized property will not appear in the report due to the limited type of information included. The agency is, however, included in the full data download and additional tables of select information available on the Kansas Asset Seizure and Forfeiture Repository (KASFR) website.

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Please keep in mind that if an agency seizes property and, at any point, intends to seek forfeiture, an incident report must be completed. This includes property initially seized as evidence where a decision is later made to seek forfeiture. An incident report is required if a civil forfeiture case is filed, prosecution of the civil forfeiture case is declined, the property is transferred for federal forfeiture, or your agency decides to return the property to the owner. The Incident Report is due within 60 days of the disposition of the seized property, which would be the date the property is forfeited by the court, the date the prosecutor declined prosecution, the date the decision was made to return the property to the owner, or the date the agency transfers the property for federal forfeiture.

We have learned a lot during this first year of asset forfeiture reporting. There will be some changes coming that should improve the process of this reporting. Thank you so much for making this first year a success. Since this is new, we have been adjusting as we go, so thank you for your patience. The input we have received from agencies has been very helpful. At this time, it is unsure when we will return to in-person trainings, but webinars will be scheduled as needed for asset forfeiture reporting training. The next scheduled webinar is May 28th. If you would like to attend, please contact Jessica Crowder. Space is limited.

If you have any questions regarding asset forfeiture reporting, please contact Jessica Crowder at [Jessica.Crowder@kbi.ks.gov](mailto:Jessica.Crowder@kbi.ks.gov) or (785) 296-8338 or Mitch Beemer at [Mitch.Beemer@kbi.ks.gov](mailto:Mitch.Beemer@kbi.ks.gov) or (785) 296-8279.

## KIBRS KORNER

### DANA GRIFFITH, PROGRAM CONSULTANT KBI

Hello from the Incident Based Reporting (IBR) unit!

Sometimes we get into a routine entering information on paperwork while on auto-pilot. We've all been there. We understand that it is frustrating for something to be returned due to a mistake, therefore, we would like to provide some helpful hints to help avoid errors.

#### Hate/Bias Codes (Electronic Submitting)

In the past, 88 was the only Hate/Bias code that started with an "8," so it was easy for officers to type an "8" and their Record Management System (RMS) would go right to "88" and they could hit "Enter."

However, with the Federal Bureau of Investigation's (FBI's) addition of other Hate/Bias codes in the 80's, if an officer selects the Hate/Bias code in the same manner as before, the first number beginning with an "8" is now "81". So instead of selecting "88 - NONE" they will be selecting "81- Anti - Eastern Orthodox - Greek, Russian, etc.)." Proofreading before submitting your report will also help ensure the correct code was chosen.

#### Case Numbers

Due to a new internal process at the KBI, please put the case number on all pages and staple reports together. This will help avoid 'orphaned' pages from reports that are mailed to the Repository.

#### Offenses

Every year statutes change, and sometimes it is confusing as to which statute to use. First, look at your incident date. Next, check the effective and discontinued dates of the statute you want to use. If the incident date falls within those dates for the statute, it can be used. Otherwise, locate the statute that was in effect during the time of the incident occurring.

Every year when the statutes are updated, the IBR unit sends an updated Kansas Incident Based Reporting System (KIBRS) statute file to the local agencies. The most recent copy of the statute file can also be downloaded from the KCJIS web portal in the "Information" tab under the State Systems section. Additionally, a copy of the file can be requested by contacting the IBR unit.

#### Property

The most common root of property errors involves drug offenses. In the property section, oftentimes paraphernalia will be listed in addition to drug(s). Since possession of paraphernalia is a separate offense from possession of drugs, both statutes must be listed in the report. Therefore, please remember that if an item is listed in the property section, there must be a property offense listed.

#### Premise Codes

If you are unsure what to report for a premise code, please contact the IBR unit. Please avoid defaulting to 'unknown.'

As always, please do not hesitate to contact us with questions!

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## NEWS FROM THE KBI HELP DESK

### CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

#### Did You Know?

On Sunday, April 19, 2020, a new version of OpenFox Configurator was put in place. Computer Projects of Illinois (CPI) was able to push the upgrade during the scheduled maintenance window and the Message Switch was only down for 6 minutes before users could login again! This was a necessary step in order to roll out the OpenFox Desktop 4.0! This new version of OpenFox Desktop will *not* require the Java download. The free version of Java can be downloaded from the OpenFox Desktop launch page. Currently Java version 8 update 221 is available on that site.

#### KACIS TIPS FOR TACS

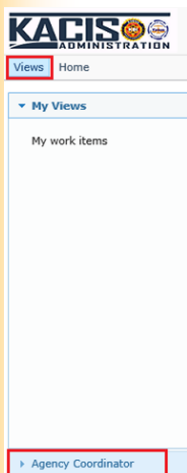
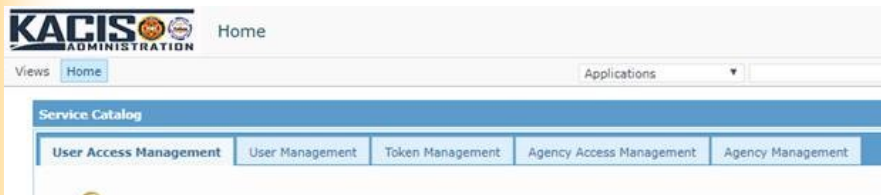
“My work items” - Why do I have so many in my list?

The image below is an example of the “My work items” list in KACIS used by the Technical Agency Coordinator (TAC). Ideally the list should be empty unless, of course, you are actively working with user information or requesting access.

Before we tell you how to process the work items, let’s discuss how the work items came to land in your work item list.

No.	Name	Process	Target	Active time
193001	<a href="#">Update data</a>	Modify Agency User/Co...	HARRIS, ARRUR - ...	4/20/2020 6:0...
192995	<a href="#">Select Identity and Action</a>	Manage Tokens	KANSAS BUREAU ...	4/20/2020 6:0...
192992	<a href="#">Modify Data</a>	Modify Agency	TPKKB - KANSAS ...	4/20/2020 6:0...
192987	<a href="#">Select Identity and Action</a>	Manage Tokens	KANSAS BUREAU ...	4/20/2020 6:0...
192986	<a href="#">Update data</a>	Modify Agency User/Co...	TEST, TEST - KAN...	4/20/2020 6:0...
192844	<a href="#">Create LANDesk Ticket</a>	Device Preparation	SHAWNEE COUNT	4/18/2020 8:1...

In KACIS, the Service Catalog is designed to automate several processes as it relates to users, agencies, and applications. You can add, update, or remove anything from users, agencies, tokens, and more by selecting any of the tabs provided. These tabs generate ‘work items.’ Once you complete your request or action, it generates a work item for someone else to complete. Anytime you want to make some sort of change to your agency, whether that be to a user or the agency itself to include agency agreements, you will want to use the Service Catalog.

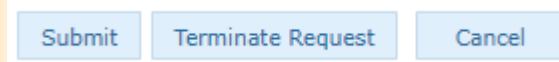


Anytime you just want to view information such as which token is assigned to which user or how many terminals are assigned to your agency, you will want to use “Views” and select ‘Agency Coordinator.’

## NEWS FROM THE KBI HELP DESK, CONTINUED

**CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI**

Here is an example of some of the options you might see when checking your work items.



There will always be some sort of confirmation option, in this case "Submit." There is always a "Cancel" button. Now don't be fooled by the word "Cancel." It actually means "Save for later." "Terminate Request" is when you want to stop the process. Sometimes this option isn't readily available and you may need to go another page into the process. If you have questions about where you are in any of these processes or you are not quite sure what is being asked for, feel free to give us a call at the KBI Help Desk (785-296-8245). We would be glad to assist

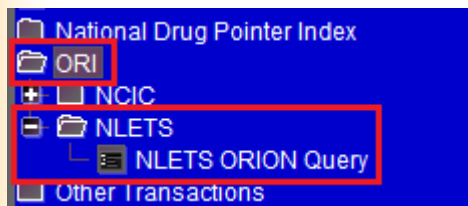
### NLETS ORI Validations

Has it really been two years already?

Yes it has! You know what that means! It's time to validate our ORI's for the NLETS side of the house. If you are a TAC and haven't already done so, please verify your agency information is current and correct in KACIS. If you don't have access to KACIS, please contact the agency that administers your agency information in KACIS and have them verify for you. Once the verifications and/or corrections are made, please notify the KBI Help Desk via KAM to TPKKB001D.

If you want to see what is in your ORION File, you can take a look in OpenFox. Open the TQ – NLETS Query Orion form by using the TQ message key or going through the Forms Tree and open NLETS ORION Query. Once the TQ form is open, enter "KS" in the "Destination 1" field and your ORI in the "ORI (ORI)" field. If you see something in here that you want changed, please let us know. Otherwise, we will use the primary information listed in KACIS.

### Form Tree



### TQ Form

 A screenshot of a web form titled 'TQ - NLETS Query Orion'. The form has a 'Header Information' section with a dropdown for 'ORI' and a 'Destination 1' dropdown. Below this is a 'Control Field' input. There are four tabs: 'By ORI', 'By LOC', 'By FED', and 'By REP'. The 'By ORI' tab is selected. Under 'Query by ORI', there is an 'ORI (ORI)' input field and a 'Location (LOC)' input field. At the bottom are 'Submit', 'Clear', and 'Close' buttons.

This form can also be used to query other Criminal Justice agencies throughout the US by any of the available options. The most common are 'ORI' and 'Location.'

### Warm Welcome

There has been a new addition to the KBI Help Desk. Please extend a warm welcome to the new KBI Help Desk Supervisor, Sandy Turner. Sandy comes to the KBI from the Kansas Department of Aging and Disability Services where she managed their IT Operations and Help Desk for the past 22 years. Her email is [Sandy.Turner@kbi.ks.gov](mailto:Sandy.Turner@kbi.ks.gov).

## KCJIS USER GROUPS

### SHERRY WEBB, PROGRAM CONSULTANT KBI

Greetings,

There were a couple of successful User Group meetings in March before the mandatory stay-at-home orders. Two other meetings scheduled in western Kansas were cancelled.

Brandi Walker from the Hodgeman County Sheriff's Office has stepped up to be a regional coordinator, taking on two regions— South-West (SW) and SouthWest Central (SWC). She has done a wonderful job coordinating meetings between the SW and SWC counties so folks don't have to drive so far to each meeting. Here is what Brandi has to say about her regions and her role as the coordinator:

*"I have just started with the SW & SWC KCJIS/PSAP group. I have really big ideas for this group in bringing information out to our area. I believe that the more information that is able to reach everyone, the better we can serve our communities.*

*Our group is small as of right now and I am hoping that it continues to grow. Bringing training to our area is very important to me. I am always interested in hearing your ideas as to what you would like to have at our meetings as a guest speaker. We currently have the Kansas Bureau of Investigation (KBI), the Kansas Department of Revenue (KDOR), Kansas Highway Patrol (KHP) Audit, and a few others when they are available.*

*At this time, I am unsure of the date of our next meeting, but it will held in Jetmore, Kansas. I hope that many more of you can attend and we can continue to build our KCJIS User Groups.*

*Having the opportunity to be a regional coordinator means a great deal to me, and as I am still new at this, I hope I do a great job by you all.*

*If you have any questions or ideas you would like to share, please feel free to reach out to me at [bwalker.hgso@gmail.com](mailto:bwalker.hgso@gmail.com)."*

Ideas on topics and other suggestions for trainings are welcome for User Group meetings around Kansas. It is exciting to see our User Groups grow. Please forward any information received on upcoming meetings to individuals who would benefit or be interested in attending. All types of users are welcome including Court Clerks, Record Clerks, County District Attorney Clerks, Technical Agency Coordinators (TACs), and any others from public safety agencies. Please contact Sherry at [sherry.webb@kbi.ks.gov](mailto:sherry.webb@kbi.ks.gov) for questions about any of the User Groups around the state.

## KIBRS REPORTING DEADLINES FOR 2020 REPORTS

### MITCH BEEMER, INCIDENT BASED REPORTING UNIT MANAGER KBI

The Incident Based Reporting (IBR) unit at the Kansas Bureau of Investigation (KBI) would like to remind all local law enforcement agencies of the reporting deadlines for the 2020 Kansas Standard Offense Reports (KSORs) and Kansas Standard Arrest Reports (KSARs).

The reporting deadlines for submission of all Kansas Standard Offense and Arrest Reports will be by the 15<sup>th</sup> of the following month. For example, any KSORs and/or KSARs completed for incidents and arrests that occurred in March of 2020 will need to be submitted to the IBR unit by April 15, 2020. If the 15th falls on a weekend or holiday, the deadline is extended to the next business day. For many agencies, this change will have little to no effect on them as they are already submitting reports on a weekly basis, if not more frequently. For those agencies who will be affected by this change, please bear in mind that this new deadline is still very lenient when considering the state statute requires reports be submitted within 72 hours of their completion, (K.S.A 21-2501a).

The Law Enforcement Officers Killed and Assaulted (LEOKA) reports, Supplemental Homicide Reports, and Zero Reports will still be due by the 15th of the following month. For example, if an agency is sending data for the month of November, they should submit the November reports by December 15th.

The IBR unit cannot guarantee inclusion in state and federal publications if your agency does not submit the required reports by the deadline.



The KCJIS Newsletter is published in cooperation of the Kansas Criminal Justice Coordinating Council and KCJIS Committee

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